

## Workflow Coordinator – Bendigo - Maternity Leave Placement

Herron Todd White is a respected market leader with a positive and focused future. Our people are the key to maintaining our strong reputation for providing high quality property valuations and exceptional customer service for key clients across Australia. We have an unrivalled national presence while maintaining a local focus, prioritising teamwork, flexibility, challenge and fun across our 65 offices and 900 employees.

An opportunity exists in our Bendigo office for a Workflow Coordinator.

Key tasks of the role include:

- Complete inspection bookings for valuers
- Manage customer enquiries
- Invoicing and attaching files using our valuation system
- General office administration

To be successful in this role, you will ideally meet the following criteria:

- Strong customer service ethic
- Team player, willing to help others to achieve results
- Ability to adapt to new processes and procedures
- Highly organised and efficient
- Ability to work within tight timelines and multitask
- Strong attention to detail
- Strong interpersonal, written and verbal communication skills
- Self motivated with a positive attitude

To apply, please complete your application via our Seek advert.

<https://www.seek.com.au/job/39954870>

Applications close Friday 27<sup>th</sup> September 2019.